**Staff Senate Meeting Minutes**

**Meeting Date**: November 3, 2011  
**Time**: 1:00 p.m.  
**Location**: Decatur Campus/SF 2100

**Meeting Leader**: Dede Weber, Chair  
**Minute Taker**: LaSean Price, Secretary

**Senators Present**: Patricia Allen, Brad Blitz, Kawana Brown, Wayne Bullard, Janice Byrd, Pamela Coleman, Emily Cowdrick, Peggy Davis, Michael Grimmett, Mary Hamilton, Cheryl Hodges, Yasmin Holness, Fran Mohr, Yolanda Norman, Terry Payne, LaSean Price, Amy Roberts, Demetrix Rostick-Owens Carolyn Satcher, Lois Shelton, Ronald Taylor, Dede Weber

**Senators Absent**: Dawn Davis, Erica Hart, Bonita King, Brenda Parham

**Ex-Officio Members**: Patrice Masterson and Jim Rasmus

**Guests**: None present

**Meeting Purpose**: Staff Senate Meeting

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<th>Agenda Items</th>
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<td>1. Call to order</td>
<td>Dede Weber, Chair</td>
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<td>2. Review/Approval of Minutes</td>
<td>LaSean Price, Secretary</td>
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<td>3. Committee Reports</td>
<td>Dede Weber, Chair, Dawn Davis-Staff Development Committee Chair &amp; Peggy Davis</td>
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<td>4. Old Business</td>
<td>Dede Weber, Chair</td>
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<td>5. New Business</td>
<td>Dede Weber</td>
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<td>6. Adjournment</td>
<td>Dede Weber, Chair</td>
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**Discussion/Decision(s) Reached**

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<th>Decision Source</th>
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<td>1. Call to order, Welcome and Introductions</td>
<td>a. The meeting was called to order 1:16 p.m.</td>
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<tr>
<td>2. Review/Approval of Minutes</td>
<td>• <em>Motion to approve minutes dated October 13, 2011-Approved with changes</em></td>
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3. Committee Reports
   Update from the Chair
   - Dr. Tricoli sent Genmail regarding Voices & Choices (V&C). D. Weber received a positive response regarding hosting University System of Georgia Staff Council Quarterly meeting in February from Executive Team. Dr. Tricoli has agreed to speak briefly at beginning of that meeting. D. Weber is still working on trying to coordinate a time for Dr. Tricoli to join us at a Staff Senate meeting regarding Professional Development Opportunities.
   - Staff Senate member asked if bylaws talks about vice chair sitting in place of chair at Executive Team meetings in absence of Chair.

New Employee On Board Committee

   - M. Grimmett presented New Employee On Board (NEOB) information at the President’s Cabinet meeting in Sept. Comments and suggestions were made by Executive Team moving forward. They seemed to really enjoy the initiative and it was very well received. Suggestion was made to contact Margee Bright-Wragland, Faculty Senate Chair, to see if they offer a similar program.
   - Point person will be established at each campus to hold the NEOB folders for new employees on that campus. M. Grimmett speaks individually to each mentor to give them information on what information should be covered with their mentee.

Campus NEOB Point Person:
- Janet Byrd-Lakeside
- Amy Roberts-Alpharetta
- Lois Shelton-Clarkston
- Erica Hart-Decatur
- Pamela Coleman-Newton
- Kawana Brown-Dunwoody

   - M. Grimmett also asked each senator to please ask their colleagues to see if any of them are interested in being a mentor.

University System of Georgia Staff Council

   - C. Hodges and D. Weber attended USGSC meeting on Oct. 5-6th. GPC has been given opportunity to host USGSC next meeting in Feb 2012. All senators are encouraged to come. C. Hodges is working with President’s secretary to establish the date. Normally the President will speak in the beginning and the meeting will generally last 2-3 hours. C. Hodges would like to effectively set up a WIMBA session for those who will be unable to travel to GPC for the meeting.
   - We have invited Ga Tech to meet with us to help establish their own staff senate. We are waiting for a response.
- Not all schools have the support and a vote at the Policy Advisement board. Current chair of USG, Chancellor Huckabee, is making rounds to all USG school. At GPC, faculty senate and staff senate were invited to have presence at meeting. Some schools don’t include their staff senate.

**Website**
- Suggestions were made to make sure side bar menu was in alphabetical order, add Policy Manual and Full Time/Part Time Employee Handbook to website. C. Hodges and F. Mohr created a fillable form to replace the contact us link.

**Staff Development Committee**
- Additional members have joined committee. After reviewing the survey results and realizing that we only received suggestions from a fraction of the staff we serve, suggestions was made to make sure that we tell people it’s not too late to participate at the V&C meetings.

5. **Old Business**

**HR ex-officio discussion**
- Some senators expressed concern about HR being ex-officio members on Staff Senate. Discussion ensued. Pros and Cons were listed and a vote ensued.
- Suggestion was made to clarify HR presence on senate so we can better communicate to our constituents.

**New Minute Review Process**
- tabled for future meeting

**By Laws Update**
- As soon as bylaws are uploaded onto our website, D. Weber will send the revised version to the Executive Team. She may send the bylaws out by Genmail if they cannot be posted to website quickly enough.

6. **New Business**

**Elections**
- Nominations can be started prior to receiving approval from Executive Team. Appointed senator’s term will end in June (1/2 of senators).

**Meeting frequency**
- Suggestion was made to meet more frequently. Existing bylaws state meetings are to be at least 4 times
per year or as needed. Recommendation was made to amend bylaws to meet every other month.

• Suggestion was made to make meetings consistent-2nd or 3rd of each month. Make meetings consistent and make sure to advertise the meetings ASAP.

Consideration of additional officer/Chair Elect
• For continuity, discussion and ideas have come forward to consider adding a Chair elect officer. New officers could not be chair elect, but would give them opportunity to be chair the following election cycle. By laws would have to be amended to make this addition.

Consideration of ex-officio Immediate Past Chair
• We might want to consider the immediate past chair as an ex-officio member without voting rights. Role would be to provide advice.

Use of GPC Student Email
• Once a student has been accepted, we will only using GPC email for correspondence with that student. Tabled to February meeting.

Sustainability
• Dr. Joanne Chu asked Staff Senate to touch on GPC sustainability program and ask staff to sign up to be a part of the list serve at our V&C meetings.

Spring Staff Development Day
• May coordinate with Faculty Development day. Can use staff development day to bridge transition after new elections sometime in April or May.
• L. Price will add discussion session for this on Sharepoint.

Staff Senate Retreat day
• Leadership development for us as a senate and transition for new and old senators. More discussion at next meeting.

7. Adjournment
   a. The meeting adjourned at 3:54 p.m.